



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## JUVENILE FACILITY SUPERINTENDENT II

Job Number: 20001139

Job Code: 62520V150716

Job Group: 6200 - HUMAN SERVICES

Job Established: 01/01/1986

Job Revised: 07/16/2015

Grade: 17	Salary (MIN - MID):	<b>Special Entrance Rate:</b>
	\$24,055-\$31,869 - Hourly	<b>NONE</b>
	\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary	<b>NONE</b>
	\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary	<b>NONE</b>

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 12 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

### **CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under administrative direction, has managerial responsibility for all programs and services in a residential or detention facility and supervises employees in the daily operations of the facility; OR Serves as the assistant to a Juvenile Facility Superintendent III in carrying out the daily activities in a detention or residential facility; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have three years of experience in public or business administration.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience in the supervision and care of young adults (ages 12-21) in a community setting, residential, correctional, group home, detention, military or day treatment program will substitute for the required college on a year-for-year basis. Two years of this experience must have been as a supervisor in a community setting, residential, correctional, group home, detention, military or day treatment program.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Administers all aspects of a residential or detention facility to include treatment, health, recreation and business. May be assigned as the assistant superintendent of a large residential or detention facility assisting in the above duties under the direction of a Juvenile Facility Superintendent III. Ensures that treatment plans are based on youth's needs. Consults with psychologists and counselors to monitor progress of each youth. Responsible for maintenance of nationally recognized treatment standards (such as American Correctional Association). Determines when a youth has made sufficient progress in treatment program to recommend alternative placement. Responsible for the day-to-day management of all phases of the facility programs including personnel, budget and staffing patterns. Implements training programs for employees. Responsible for the health, welfare and safety of youth assigned to the facility. Interprets and enforces departmental policies and regulations.

**UNIQUE PHYSICAL REQUIREMENTS:**

Incumbents may exert physical effort in the proper restraint of youth based on behavior. May perform other physical activities in assisting youth with recreational and work related projects.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in a detention or residential facility.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*